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Secretariat

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# Administrative instruction

## Managed Reassignment Programme for staff in the Professional category at the P-2 level recruited through the national competitive examination or the General Service to Professional category examination

The Under-Secretary-General for Management, pursuant to section III.D, paragraph 6, of General Assembly resolution 51/226 of 3 April 1997, staff regulation 1.2 (c) and section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, hereby promulgates the following:

### Section 1
### Purpose

1.1 The purpose of the Managed Reassignment Programme (the "Programme") is to provide staff in the Professional category at the P-2 level recruited through the national competitive examination or the General Service to Professional category examination with enhanced orientation, training, mobility and career support during their first five years of service at the Professional level, in order to facilitate their adjustment and to accelerate the learning period leading to productive work and job satisfaction as international civil servants.

1.2 To that effect, the present instruction establishes the procedures under which staff members included in the Programme shall obtain experience in two different functions during their first five years of service.

### Section 2
### Scope

2.1 Subject to the exceptions in sections 2.2 and 2.4, the Programme shall be mandatory by virtue of the provisions of the present section or of a special condition to that effect contained in the letter of appointment of staff in the Professional category at the P-2 level who have:

(a) Been appointed through the national competitive examination or the General Service to Professional category examination;

(b) Completed two years of service since their initial recruitment to the Professional category.

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2.2 Staff members who wish to defer their participation in the Programme may request the Assistant Secretary-General for Human Resources Management to allow for deferred participation, provided that they comply with the provisions under section 1.2 above and subject to their supervisor's approval.

2.3 The Programme shall not apply to:

(a) Staff members who have been promoted to a P-3 post since their initial recruitment to the Professional category;

(b) Staff members recruited to posts requiring special language skills. Such staff members are subject to the provisions of administrative instruction ST/AI/2000/1 (as amended by ST/AI/2003/1), entitled "Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills".

2.4 The Programme shall not normally apply to the following staff members. However, they may request the Assistant Secretary-General for Human Resources Management to allow their participation in the Programme, subject to the following conditions:

(a) Staff members who have already made a lateral move as defined in section 1 (q) of administrative instruction ST/AI/2010/3 since their initial recruitment to the Professional category may request another lateral move at the P-2 level for further career development, provided they have completed at least one year of service in their current assignment and subject to their supervisor's approval;

(b) Staff members who have not yet completed two years of service since their initial recruitment to the Professional category may request early participation in the Programme, provided that they have completed at least one year of service in their first assignment and subject to their supervisor's approval;

(c) Staff members who are on a temporary assignment for a period of less than one year at the time of the Programme may request participation in the Programme, subject to the approval of both their temporary supervisor and their supervisor in their parent office.

**Section 3**
**Compendium of job opportunities**

3.1 Once a year, the Office of Human Resources Management shall issue a compendium of job opportunities, comprising all vacant P-2 posts and the P-2 posts encumbered by those staff members who fall within the scope of the present instruction regardless of the source of funding of the post.

3.2 The compendium shall list all job opportunities in all job families at all duty stations and provide a brief description of the functions, as well as the requirements for each post.

**Section 4**
**Applications**

4.1 The Office of Human Resources Management shall inform all P-2 staff members whose participation in the Programme has been confirmed in accordance with section 2 above that they are required to apply for posts listed in the compendium.

4.2 Staff members shall apply for a minimum of 3 up to a maximum of 10 posts listed in the compendium, indicating their order of preference.

4.3 Applications may be for posts for which the staff members meet the requirements as listed in the compendium, in any office, department, or duty station. Applications for posts in the current department or office of the staff member, excluding her or his own post, shall be considered when the functions of such posts are different from those currently discharged by the staff member.

4.4 Applications shall be submitted within 10 calendar days of circulation of the compendium, in accordance with the procedures set out therein.

4.5 Applications shall include a personal history profile and a copy of the most recent performance evaluation document.

**Section 5**
**Selection process**

5.1 The Office of Human Resources Management shall submit to hiring managers all applications received for posts in their respective department or office.

5.2 Hiring managers shall review all such applications and indicate their preference, in ranking order, of those candidates qualified to be placed in the posts of their department or office, within 10 calendar days of receipt of the applications. Staff members participating in the Programme have undergone a rigorous assessment process and thus no formal competency-based interview or written assessment is required, although such assessment may still be conducted at the discretion of the hiring manager.

5.3 The Office of Human Resources Management shall conduct a matching exercise of all participants with a view to maximizing the number of reassignments, taking into account the preferences, if any, expressed by the staff member and the hiring manager.

5.4 The Assistant Secretary-General for Human Resources Management shall decide on the reassignment of each staff member, which may include a decision not to reassign a participant in the Programme. Such decisions on reassignment shall be final and staff members and hiring managers shall comply with them.

5.5 The Office of Human Resources Management shall promptly inform the staff members and the hiring managers of the decision.

5.6 The reassignment of staff members shall take place as soon as possible after the date of notification of the decision, and in any event no later than one month after that date when the reassignment is within the same duty station, and no later than two months after that date when the reassignment involves a change of duty station.

**Section 6**
**Final provision**

6.1 The present administrative instruction shall enter into force on the date of its issuance.

6.2 Administrative instruction ST/AI/2001/7 is hereby superseded.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management